

Message

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Sent: 7/2/2013 7:02:00 PM
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Subject: Skills Marketplace Latest!
Attachments: Stats (2Jul13).xlsx

Importance: High

Hello everyone,

Since it appears that many of POC group members will be out of the office tomorrow, I have gone ahead and cancelled tomorrow's meeting. But I wanted to share the latest stats and an additional piece of good news!

Good news! The OPM Office of Diversity and Inclusion has chosen to highlight our program as the Star of the Month on the Diversity and Inclusion in Government (DIG) web page at <https://max.omb.gov/community/x/EQebJw> (You will need to register for the OMB MAX portal to gain access). Well done everybody!

Attached is the latest spreadsheet with the stats. We continue to make a lot of progress!

- 5 New projects added
- Number of active projects: 78
- Total number of applications: 94
- Number of projects with applications: 52
- Number of profiles created: 154

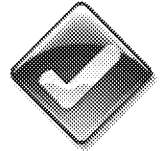
Please continue to work with project managers in your offices to:

- **Manage application deadlines** (if a project is past the application deadline, should the deadline be extended or should the project be moved to the completed list (if interviews and selection process is underway) or should the project be cancelled?)
- Ensure that the application review and selection processes are moving forward and participation agreements are being filled out: Below are the tips that were included in the last Scoop newsletter
- Identify any anecdotes/ testimonials
- Identify new items to be added to the Scoop Newsletter.



Project Managers: You've selected an Applicant for Your Project...Now what?

- As a Project Manager, you will receive an email notifying you when an application has been submitted for your project. This notification email will include a link to the employee application. To access the application, log in to the portal using your Lotus Notes credentials (First Name Last Name) and Lotus Notes password.
- The Skills Marketplace Toolkit includes **Guidelines and Tools for Application Review and Employee Selection**.
- After interviewing the applicants, making a selection and confirming with the home supervisors, you can log in to the portal again, access your project and select each employee name to approve or disapprove their application. Please email the selected employee to offer the opportunity and confirm their availability.
- It is important to also draft a **Participation Agreement** and discuss with the employee and their home office supervisor. This serves as the primary way to make sure that all expectations about the project and tasks are understood and agreed upon.
- **Now your Skills Marketplace Project can begin!**
- **Note:** Please also edit your project to move it to the "Completed" list.



Hope you have a wonderful 4th of July weekend!

Noha

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Noha Gaber, Ph.D.

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"Collaboration: When a collection of brilliant minds, hearts and talents come together ... expect a masterpiece."